

Memorandum

TO: T&E

FROM: Katerina Kharchenko
Manager, Rail Verification

DATE: December 17, 2021

SUBJECT: Christmas and New Year Holidays Timecard Processing Schedule

Christmas Eve/Day - December 23 and December 24, 2021

All timecards ***must be received no later than 11am Wednesday, December 22, 2021** to be considered *current* and paid on Wednesday, December 29, 2021.

Any and all cards stamped in the T & E Department after 11 am on December 22, 2021 will be processed for the following pay period which will be paid on Thursday, January 6, 2022.

New Year's Eve/Day – December 30 and December 31, 2021

All timecards ***must be received no later than 11am Wednesday, December 29, 2021** to be considered *current* and paid on Thursday, January 6, 2022.

Any and all cards stamped in the T & E Department after 11 am on December 29, 2021 will be processed for the following pay period which will be paid on Thursday, January 13, 2022.

**No exceptions will be made for these dates or times.*

Meetings with Rail Verification will not be held during the weeks of December 20 and 27, 2021. Normal scheduled meetings will resume Monday, January 3, 2022.